

**TOWN OF SHEFFIELD
SELECT BOARD
WORKING MEEING
FEBRUARY 3, 2022
TOWN HALL – SECOND FLOOR MEETING ROOM
2:00 PM**

Board Members Present: Rene C. Wood, Chairman
Martin C. Mitsoff
Robert C. Kilmer, Jr.

Others Present: Rhonda LaBombard, Town Administrator
Jill Hughes, Assistant to Town Administrator

Chairman Wood called the meeting to order at 2:00 PM.

It was the consensus of the Board that the Executive Session in accordance with G.L. c. 30A, §21(a)(1) to discuss issues with employee which may result in discipline or removal be placed on next week's working meeting agenda.

Selectman Mitsoff discussed the broadband survey. The Board reviewed the Service Agreement and it was the consensus to continue discussion at their February 7th meeting.

Administrator LaBombard stated that a resident had housing repairs under the FY19 CDBG grant and is now looking to refinance. She explained that the resident is looking for subordination on the lien in the amount of \$41,500. The Board discussed the request. Selectman Mitsoff moved to agree to the subordination on the lien, seconded Selectman Kilmer. The motion carried unanimously.

The Board reviewed the salary survey of area Police Departments that was submitted by Chief Munson. It was the consensus of the Board to have more time to review and will discuss at their next working meeting. Administrator LaBombard reviewed the proposal for salary increases for FY23. She explained that some of the increases would bring staff up to others in their field and for assistants who are able to run the office when their supervisor is out. Selectman Mitsoff asked why the Library staff was not included in the report. It was the consensus of the Board to have Administrator LaBombard include Library employees. It was the consensus of the Board to review and discuss at their next working meeting. Administrator LaBombard recommended that the title of her Assistant be changed from Assistant to Town Administrator to Assistant Town Administrator. Selectman Mitsoff moved to change the title for Jill Hughes to Assistant Town Administrator, seconded by Selectman Kilmer. The motion carried unanimously.

Administrator LaBombard discussed stipends for Boards and Commissions. She informed the Board that they will be losing members of the Board of Assessors because they have not taken the necessary training. She recommended a \$1,000 stipend per Assessor and stated that Principal Assessor Tammy Blackwell does not want the stipend. There was discussion on the required training for Assessors. Selectman Kilmer moved to approve the \$1,000 stipend for members of the Board of Assessors effective July 1st, seconded by Selectman Mitsoff. The motion carried unanimously. Administrator LaBombard stated that members of the Planning Board have requested a \$250 stipend per member. Selectman Mitsoff moved to not offer any other stipends to Boards and Commissions, seconded by Selectman Kilmer. The motion carried unanimously. Administrator LaBombard informed the Board that Lori Neil, Town Hall Administrative Assistant's last day is tomorrow. She requested the \$200 stipend for herself and Assistant Jill Hughes since they will be covering the office until a replacement is hired. Selectman Mitsoff moved

to continue with the \$200 weekly stipend for Administrator LaBombard and her Assistant Jill Hughes until further notice, seconded by Selectman Kilmer. The motion carried unanimously.

Selectman Mitsoff moved to enter Executive Session for contract negotiations with the Town Administrator and contract negotiations strategy for non-union personnel Police Chief and not to return to open session, seconded by Selectman Kilmer. The roll call vote was as follows:

Chairman Wood – aye

Selectman Mitsoff – aye

Selectman Kilmer – aye

Executive Session began at 3:02 PM.

Chairman Wood adjourned the meeting at 3:38 PM.

Respectfully submitted:



Jill Hughes

Assistant to Town Administrator

Documents reviewed at this meeting:

Salary Survey-Police Departments

Subordination Request

Sertex Service Agreement

Salary Increase Proposal FY23